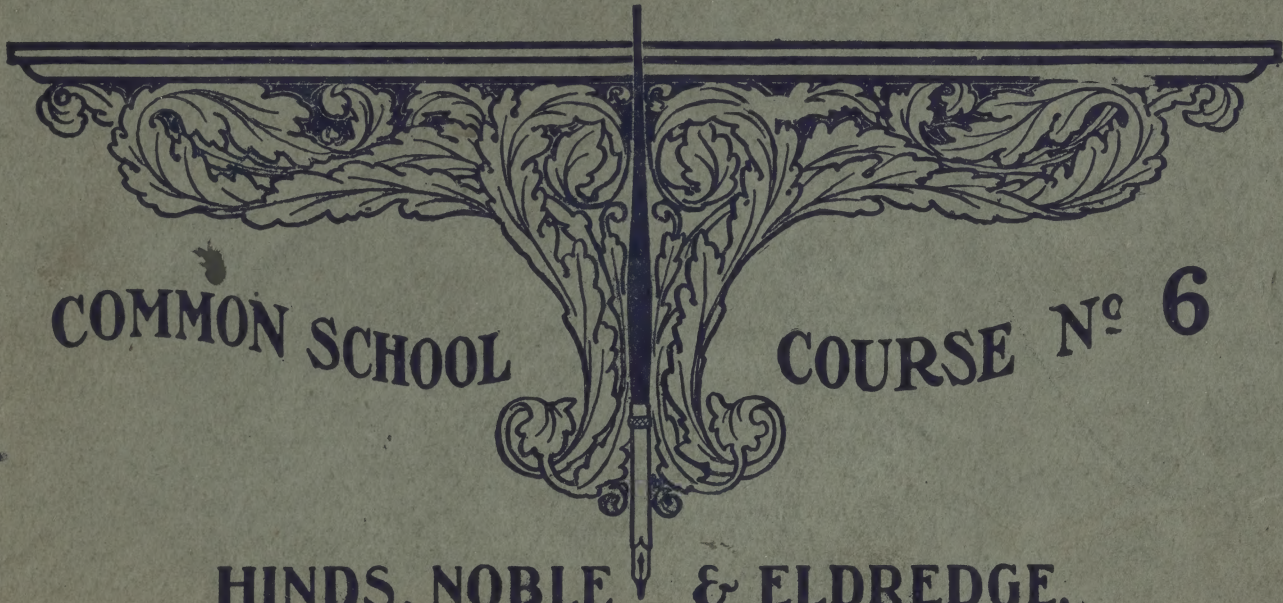


*Otto Leary*

# COLUMBIA PRACTICAL SYSTEM OF PENMANSHIP



COMMON SCHOOL

COURSE N<sup>o</sup> 6

HINDS, NOBLE & ELDREDGE,  
NEW YORK ~ PHILADELPHIA.

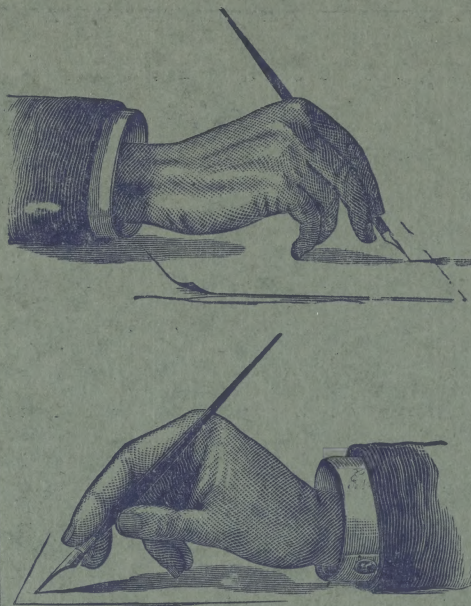
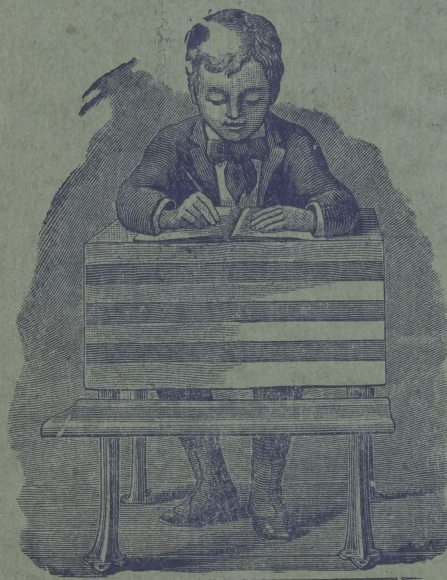


## POSITION.

The first requisite in the practice of Penmanship is a correct position. An awkward position is incompatible not only with health but also with freedom of movement. It is especially important that the pupil should so sit that the chest and lungs may be readily expanded, and that the pen may be used with perfect ease.

The light should be allowed to fall over the left shoulder, otherwise the hand casts a shadow on the book or paper. The pupil should sit near the desk and may use either of the positions illustrated in the annexed diagrams. These are called the "*front*" and "*right-side*" positions, and for sake of uniformity, it is better to have all the pupils in the class assume the same position.

**Front Position.**—Sit near the desk, but not touching it, with the body nearly erect but leaning slightly forward, and with the feet resting squarely on the floor. The fore-arms should be placed lightly on the desk at right angles to each other. Hold the book in position with the left hand. Let the right arm rest on the muscles just forward of the elbow, thus elevating the



wrist slightly. The hand should slide on the nails of the third and fourth fingers.

**Right-side Position.**—Sit erect with the right side near the desk, but not touching it. Have the feet flat on the floor with the left foot slightly advanced. Let the right fore-arm rest on the desk parallel to the edge. Keep the book in place with the left hand.

## PEN-HOLDING.

Hold the pen lightly between the thumb and the first and second fingers. Grasp the pen-holder about one and one-half inches from the point of the pen. Let it cross the second finger at the roots of the nail. The first finger should rest on the upper side of the holder, which should pass to the left of the first finger, crossing it at the knuckle. Place the upper side of the end of the thumb against the holder, opposite the lowest joint of the first finger. The hand should glide easily on the nails of the third and fourth fingers, which must bend under the palm of the hand. Let the pen rest squarely on the paper and let the holder point toward the right shoulder.

## MOVEMENTS.

Easy movement is essential to graceful writing, but it is acquired only by constant practice. There are four principal movements in writing, known as, "*the finger movement*," "*the fore-arm movement*," "*the combined movement*," and "*the whole-arm movement*."

**Finger Movement.**—This consists simply in the extensor and contraction of the fingers and thumb. It is used chiefly in forming the up and down strokes of the small letters.

**Fore-arm Movement.**—This consists in carrying the pen back and forth across the page, with the arm resting on the muscles below the elbow, and in forming and connecting letters without the aid of the fingers.

**Combined Movement.**—This is the union of the two preceding movements, in which the fingers construct the up and down strokes while the fore-arm supplies the motion across the page. This movement is used almost entirely in ordinary writing.

**Whole-arm Movement.**—This is the action of the whole arm from the shoulder, with the elbow elevated above the desk. It is principally used for forming large capitals and for flourishing.





New Orleans, June 3, 1903

Mr. A. D. Fisher will please pay to E. P. Bush  
Five Hundred Dollars in Merchandise and charge  
the same to our account.

J. J. Dale &amp; Co.

New Orleans June 3/1903

Mr. A. D. Fisher will please pay to E. P. Bush  
Five Hundred Dollars in Merchandise and charge  
the same to our account

J. J. Dale &amp; Co.

Mr. A. D. Fisher

New Orleans June 3/1903

Mr. A. D. Fisher will please pay to E. P. Bush  
Five Hundred Dollars in Merchandise and charge  
the same to our account

J. J. Dale &amp; Co.



Bill.

Kansas City. April 20. 1903.

Charles J. Winthrop.

Bot. of Burrows Bros. & Co

|  |        |
|--|--------|
| 300 Bush. Wheat. @ $78\frac{1}{2}\phi$ | 235 50 |
|--|--------|

Kansas City April 20. 1903

Charles J. Winthrop.

Bot. of Burrows Bros & Co

|                                      |        |
|--------------------------------------|--------|
| 300 Bush Wheat @ $78\frac{1}{2}\phi$ | 235 50 |
|--------------------------------------|--------|

Kansas City. April 20. 1903

Charles J. Winthrop.

Bot. of Burrows Bros & Co

|                                   |        |
|-----------------------------------|--------|
| 300 Bush. Wheat @ $78\frac{1}{2}$ | 235 50 |
|-----------------------------------|--------|



\$54.

New York. Nov 15. 1903.

On demand for value received I promise to  
pay Thomas Gardner or order Fifty four Dollars  
with interest from date.

Amos L. Sanders.

\$54.

New York Nov 15 1903

On demand for value received I promise to  
pay Thomas Gardner or order Fifty four Dollars  
with interest from date

Amos L. Sanders.

\$54

New York. Nov 15 1903

On demand for value received I promise to  
pay Thomas Gardner or order Fifty four Dollars  
with interest from date

Amos L. Sanders



\$1770.

Portland, Oct. 4, 1903.

Borrowed and Received of George S. Brownell  
Seventeen Hundred and Seventy Dollars payable  
on demand with interest.

Richard P. Farnsworth.

\$1770.

Portland, Oct 4/1903

Borrowed and Received of George S. Brownell,  
Seventeen Hundred and Seventy Dollars payable  
on demand with interest

Richard P. Farnsworth.

\$1770.

Portland Oct 4/1903

Borrowed and Received of George S. Brownell  
Seventeen Hundred and Seventy Dollars payable  
on demand with interest

Richard P. Farnsworth



\$1359 <sup>50</sup>/<sub>100</sub>.

Kenia. O. July 18. 1903.

Received of Samuel S. Glendenning and Sons  
Thirteen Hundred and Fifty nine and <sup>50</sup>/<sub>100</sub> Dollars  
to apply upon account. Jacob King Jr.

~~\$1359 <sup>50</sup>/<sub>100</sub>.~~

\$1359 <sup>50</sup>/<sub>100</sub>

Kenia. O. July 18. 1903.

Received of Samuel S. Glendenning and Sons  
Thirteen Hundred and Fifty nine and <sup>50</sup>/<sub>100</sub> Dollars  
to apply upon account Jacob King Jr.

\$1359 <sup>50</sup>/<sub>100</sub>

Kenia O. July 18/1903.

Received of Samuel S. Glendenning and Sons  
Thirteen Hundred and Fifty nine and <sup>50</sup>/<sub>100</sub> Dollars  
to apply upon account Jacob King Jr.



No 10.

Wilmington Jan. 1. 1903.

Six months after date. I promise  
to pay John Rogers. or order  
One Hundred \$ Dollars.  
at Baltimore Md.

Value received.

\$100 <sup>00</sup>/<sub>100</sub>

William Warren

No 11

Wilmington Jan 1. 1904

Six months after date. I promise  
to pay John Rogers. or order  
One Hundred \$ Dollars.  
at Baltimore Md.

Value received.

\$100 <sup>00</sup>/<sub>100</sub>

William Warren



No 12

Montoursville Dec 1 1914

Six Months after date. I promise  
 to pay Earnest Foolmer or order  
 One hundred Dollars.  
 at Montoursville Pa

Value received:  
 \$100.00

Otto Leary

No 13

Montoursville Dec 2 1914

One Year after date. I promise  
 to pay Harold Leary or order  
 One Thousand Dollars.  
 at Montoursville Pa

Value received:  
 \$1000

Otto Leary



Syracuse, N.Y. March 1903.

Received of T. W. Appleton &amp; Co.

Three Hundred Seventy # ————— Dollars.

in settlement of account to date

\$ 370 <sup>00</sup>/<sub>100</sub>

J. L. Whiting &amp; Co.

Monroeville, Pa., Dec. 20, 1914.

Received of E. H. Fulmer &amp; Co.

Nine Thousand Nine Hundred and Nine # ————— Dollars.

in settlement of account to date

\$ 999

O. G. Leavy



Whitaker Pa Dec 2 1914

Received of Altha Edler

Three Hundred Three \$ ————— Dollars.

in settlement of account to date

\$335

Otto Learing

Montoursville Pa Dec 3 1914

Received of Elwood Learing

Five Millions ————— Dollars.

in settlement of account

\$3m

Otto Learing



Baltimore. March 10. 1903.

|    |                                |    |    |    |    |
|----|--------------------------------|----|----|----|----|
|    | Chas. A. Prescott and Co. Troy |    |    |    |    |
| 25 | Bbls. Rye Flour. @ \$3.00      | 75 | 00 | 75 | 00 |

Baltimore. March 10. 1903.

|    |                                |    |    |    |    |
|----|--------------------------------|----|----|----|----|
|    | Chas. A. Prescott and Co. Troy |    |    |    |    |
| 25 | Bbls. Rye Flour @ \$3.00       | 75 | 00 | 75 | 00 |

Baltimore. March 10 1903

|    |                                |    |    |    |    |
|----|--------------------------------|----|----|----|----|
|    | Chas. A. Prescott and Co. Troy |    |    |    |    |
| 25 | Bbls Rye Flower. @ \$3.00      | 75 | 00 | 75 | 00 |

Baltimore. March 10 1903

|    |                                |    |    |    |    |
|----|--------------------------------|----|----|----|----|
|    | Chas. A. Prescott and Co. Troy |    |    |    |    |
| 25 | Bbls Rye Flower @ 3.00         | 75 | 00 | 75 | 00 |



Cincinnati Dec. 14. 1903.

|    |                               |     |    |     |    |
|----|-------------------------------|-----|----|-----|----|
| 15 | Marsh, Weston, and Butler Dr. | 345 | 80 |     |    |
| 19 | To Mdse.                      |     |    | 345 | 80 |

Cincinnati Dec. 14/1903

|    |                               |     |    |     |    |
|----|-------------------------------|-----|----|-----|----|
| 15 | Marsh, Weston, and Butler Dr. | 345 | 80 |     |    |
| 19 | To Mdse.                      |     |    | 345 | 80 |

Cincinnati Dec 14 1903

|    |                             |     |    |     |    |
|----|-----------------------------|-----|----|-----|----|
| 15 | March Weston and Butler Dr. | 345 | 80 |     |    |
| 19 | To Mdse.                    |     |    | 345 | 80 |

Cincinnati Dec. 14. 1903

|  |                              |     |    |     |    |
|--|------------------------------|-----|----|-----|----|
|  | Marsh, Weston and Butler Dr. | 345 | 80 |     |    |
|  | To Mdse                      |     |    | 345 | 80 |



Dr. Thomson, Warner, & Co. Cr.

|      |   |          |   |    |    |       |   |          |    |    |    |
|------|---|----------|---|----|----|-------|---|----------|----|----|----|
| May  | 5 | To Mdse. | 4 | 53 | 25 | Sept. | 3 | By Cash  | 12 | 96 | 80 |
| July | 7 | Sundries | 7 | 70 | 15 | Oct.  | 9 | By Mdse. | 14 | 26 | 60 |

Dr. Thomson, Warner, & Co. Cr.

|      |   |          |   |    |    |       |   |          |    |    |    |
|------|---|----------|---|----|----|-------|---|----------|----|----|----|
| May  | 5 | To Mdse. | 4 | 53 | 25 | Sept. | 3 | By Cash  | 12 | 96 | 80 |
| July | 7 | Sundries | 7 | 70 | 15 | Oct.  | 9 | By Mdse. | 14 | 26 | 60 |

Dr. Thomson, Warner & Co. Cr.

|      |   |          |   |    |    |      |   |          |    |    |    |
|------|---|----------|---|----|----|------|---|----------|----|----|----|
| May  | 5 | To Mdse. | 4 | 53 | 25 | Sept | 3 | By Cash  | 12 | 96 | 80 |
| July | 7 | Sundries | 7 | 70 | 15 | Oct. | 9 | By Mdse. | 14 | 26 | 60 |

Dr. Thomson, Warner, & Co. Cr.

|      |   |          |   |    |    |      |   |          |    |    |    |
|------|---|----------|---|----|----|------|---|----------|----|----|----|
| May  | 5 | To Mdse. | 4 | 53 | 25 | Sept | 3 | By Cash  | 12 | 96 | 80 |
| July | 7 | Sundries | 7 | 70 | 15 | Oct  | 9 | By Mdse. | 14 | 26 | 60 |



Dr. Mason, Roberts, & Dunham. Cr.

|      |   |          |   |     |    |      |   |           |    |    |    |
|------|---|----------|---|-----|----|------|---|-----------|----|----|----|
| Jan. | 3 | To Mdse. | 3 | 117 | 10 | Mar. | 1 | By Cash   | 6  | 33 | 20 |
| Feb  | 6 | Interest | 5 | 6   | 30 | Apr. | 5 | Bill Rec. | 15 | 90 | 20 |

Dr. Mason, Roberts, & Dunham Cr.

|     |   |          |   |     |    |      |   |           |    |    |    |
|-----|---|----------|---|-----|----|------|---|-----------|----|----|----|
| Jan | 3 | To Mdse  | 3 | 117 | 10 | Mar. | 1 | By Cash   | 6  | 33 | 20 |
| Feb | 6 | Interest | 5 | 6   | 30 | Apr. | 5 | Bill Rec. | 15 | 90 | 20 |

Dr. Mason, Roberts & Dunham Cr.

|     |   |          |   |     |    |      |   |          |    |    |    |
|-----|---|----------|---|-----|----|------|---|----------|----|----|----|
| Jan | 3 | To Mdse  | 3 | 117 | 10 | Mar. | 1 | By Cash  | 6  | 33 | 20 |
| Feb | 6 | Interest | 5 | 6   | 30 | Apr  | 5 | Bill Rec | 15 | 90 | 20 |

Dr Mason Roberts & Dunham Cr.

|     |   |         |   |     |    |      |   |          |    |    |    |
|-----|---|---------|---|-----|----|------|---|----------|----|----|----|
| Jan | 3 | To Mdse | 3 | 117 | 10 | Mar. | 1 | By Cash  | 6  | 33 | 20 |
| Feb | 6 | Intrest | 5 | 6   | 30 | Apr  | 5 | Bill Rec | 15 | 90 | 20 |



Dr.

Cash.

1903.

Jan. 9 To Amt. recd of E Read on a/c  
Mdse. a/c Cash Sales.

| Mdse. | Cr. | Sundries |
|-------|-----|----------|
| 25    | 82  | 73 47    |

Dr.

Cash.

1903

Jan 9 To Amt. recd of E Read on a/c  
Mdse. a/c Cash Sales

| Mdse | Cr | Sundries |
|------|----|----------|
| 25   | 82 | 73 47    |

Dr.

Cash

1903

Jan 9 To Amt recd. of E Read on a/c  
Mdse a/c Cash. Sales

| Mdse | Cr | Sundries |
|------|----|----------|
| 25   | 82 | 73 47    |

Dr.

Cash

1903

Jan 9 To Amt. recd. of E Read on a/c  
Mdse a/c Cash Sales

| Mdse | Cr | Sundries |
|------|----|----------|
| 25   | 82 | 73 47    |



1903.

Cash.

Cr.

|      |   |                             | mdse. | Dr. | Sundries. |
|------|---|-----------------------------|-------|-----|-----------|
| Mar. | 5 | By Mdse. apc. Rent for Feb. | 60    | 00  |           |
|      |   | By amt. paid C. A. Buffum.  |       |     | 31 17     |

1903

Cash.

Cr.

|      |   |                          | mdse | Dr | Sundries |
|------|---|--------------------------|------|----|----------|
| Mar. | 5 | By Mdse apc Rent for Feb | 60   | 00 |          |
|      |   | By amt paid C. A. Buffum |      |    | 31 17    |

1903

Cash.

Cr.

|     |   |                          | mdse | Dr | Sundries |
|-----|---|--------------------------|------|----|----------|
| Mar | 5 | By Mdse apc Rent for Feb | 60   | 00 |          |
|     |   | By amt paid C. A. Buffum |      |    | 31 17    |

1913

Cash

Cr

|     |   |                          | mdse | Dr | Sundries |
|-----|---|--------------------------|------|----|----------|
| Mar | 5 | By Mdse apc Rent for Feb | 60   | 00 |          |
|     |   | By amt paid C. A. Buffum |      |    | 31 17    |



Check.

WALTER B. STODDARD.

No 12

Chicago, May 15, 1903

# NATIONAL BANK OF COMMERCE

Pay John A. Seymour or order

Five Hundred Eighty five <sup>67</sup>/<sub>100</sub> Dollars.

\$ 555.67

Walter B. Stoddard

WALTER B. STODDARD.

No 13

Montoursville Jan. 1915

# NATIONAL BANK OF COMMERCE

Pay Russel Kehr or order

One Hundred Dollars.

\$ 100.00

Otto Leary



Check

WALTER B. STODDARD.

No 14

Williamsport Jan 7, 1915

**NATIONAL BANK OF COMMERCE**

Pay Rudd Leary or order  
Five Thousand Two Hundred Dollars.

\$5200.00

Otto Leary

WALTER B. STODDARD.

No 15

Montoursville Jan 7, 19

**NATIONAL BANK OF COMMERCE**

Pay Lawrence or order  
One Hundred Fifty Thousand Dollars.

\$150,000

Otto Leary



No 5

Cincinnati Feb 10. 1903

At sight pay to

James Tillinghast or order.

Six Hundred Twenty # Dollars.

To value received, and charge to

C. M. Richards &amp; Co

\$620.<sup>00</sup>/<sub>100</sub>

Boston Mass

Samuel P. Stones

No 6

Montoursville Jan 11. 1915

At sight pay to

Harry Sanders or order.

Five Hundred Dollars

To value received, and charge to

C. M. Richards &amp; Co

\$500.<sup>00</sup>/<sub>100</sub>

Montoursville Pa

Otto Leary



No 7

Cincinnati Feb 12 1915

At sight pay to  
 James Tillinghast or order.  
 Six Hundred Twenty Dollars  
 to value received, and charge to  
 va C. M. Richard & Co  
 \$620 <sup>00</sup>/<sub>100</sub> Boston Mass Samuel P. Stones

No 8

Cincinnati Feb 12 1915

At sight pay to  
 James Tillinghast or order.  
 Six Hundred Twenty Dollars  
 to value received, and charge to  
 C. M. Richard & Co  
 \$620 <sup>00</sup>/<sub>100</sub> Boston Mass Samuel P. Stones



\$600.

Mobile, July 31, 1903.

Due W. K. Bartholomew Six Hundred Dollars  
payable in upland cotton at the market rates on  
the thirty first of October next.

Benjamin W Cross.

\$600

Mobile July 31, 1903

Due W. K. Bartholomew Six Hundred Dollars  
payable in upland cotton at the market rates on  
the thirty first of October next.

Benjamin W Cross.

\$600

Mobile July 31, 1903

Due W. K. Bartholomew Six Hundred Dollars  
payable in upland cotton at the market rates on  
the thirty first of October next.

Benjamin W Cross



\$1000.

London. April 10. 1903.

On demand of this our first of Exchange. second and third of same tenor and date unpaid. pay to the order of C. Dolan. One Thousand Dollars. value recd. and charge to the acct. of Brown. Derby & Co.

\$1000

London April 10 1903

On demand of this our first of Exchange. second and third of same time and date unpaid pay to the order of C. Dolan. One Thousand Dollars value recd and charge to the acct of Brown Derby & Co

\$1800

London April 10. 1903

On demand of this our first of Exchange second and third of same tenor and date unpaid. pay to the order of C. Dolan One Thousand Dollars value recd and charge to the acct of Brown Derby & Co



[The Heading]

San Francisco. Oct. 3. 1903.

[The Address]

Mr. C. S. Andrews.  
25 Park Ave.  
Denver, Col.

[The Body]

[The Salutation]

Dear Sir:— We enclose statement of  
your account to date. You will notice that after  
deducting all discounts, commissions, etc., you still  
owe us \$345<sup>50</sup>/<sub>100</sub>. Will you please send us your  
check for that amount at your earliest convenience,  
and greatly oblige

[The Subscription]

Yours truly,

[The Signature]

Kessler, Moody & Co.



San Francisco Oct 3 1903

Mr. C. S. Andrews  
25 Park Ave  
Denver Col

Dear Sir - We enclose statement of  
your account to date. You will notice that after  
deducting all discounts commissions etc you still  
owe us \$345<sup>32</sup>/<sub>100</sub>. Will you please send us your  
check for that amount at your earliest convenience  
and greatly oblige

Yours truly  
Kessler Moody & Co



Messrs. K. S. Wilson & Co.,  
341 Lakeside Ave.,  
Chicago.

Introducing Mr. Adams.

All.

Mr. E. J. Hamilton.  
P.O. Box 782.  
Boston.

Personal.

Mass.

Messrs K S Wilson & Co  
341 Lakeside Ave,  
Chicago

Introducing Mr. Adams

All.

Personal

Mass

Mr E J Hamilton  
P.O. Box 782  
Boston

Messrs K S Wilson & Co  
341 Lakeside Ave  
Chicago

Introducing Mr. Adams

All.

Personal

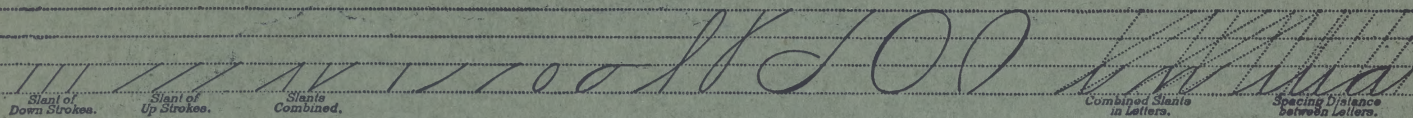
Mass

Mr E J Hamilton  
P.O. Box 782  
Boston

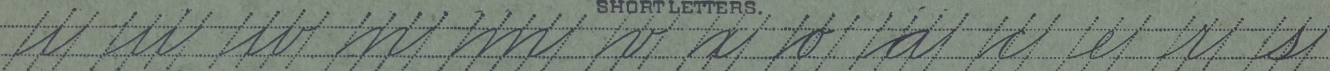


# COLUMBIA PRACTICAL SYSTEM OF PENMANSHIP.

## PARTS OF LETTERS

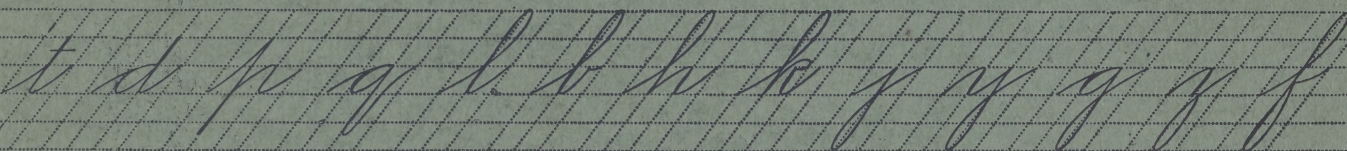


## SHORT LETTERS.

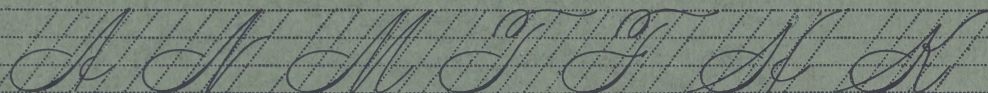


## STEM LETTERS

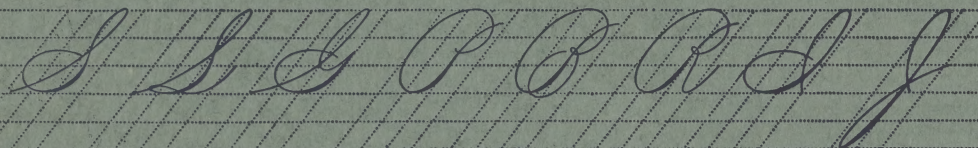
## LOOP LETTERS.



## CAPITAL-STEM LETTERS.

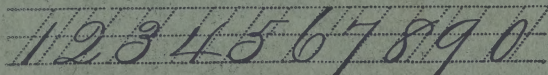
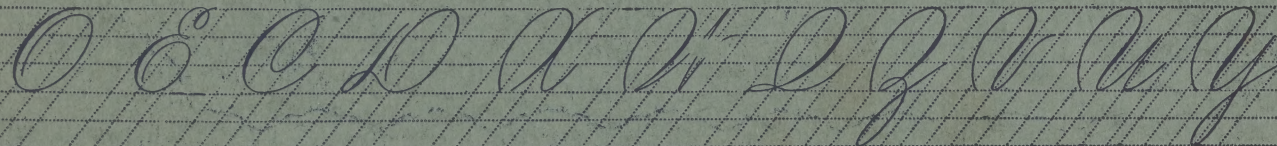


## CAPITAL-STEM LETTERS CONTINUED.

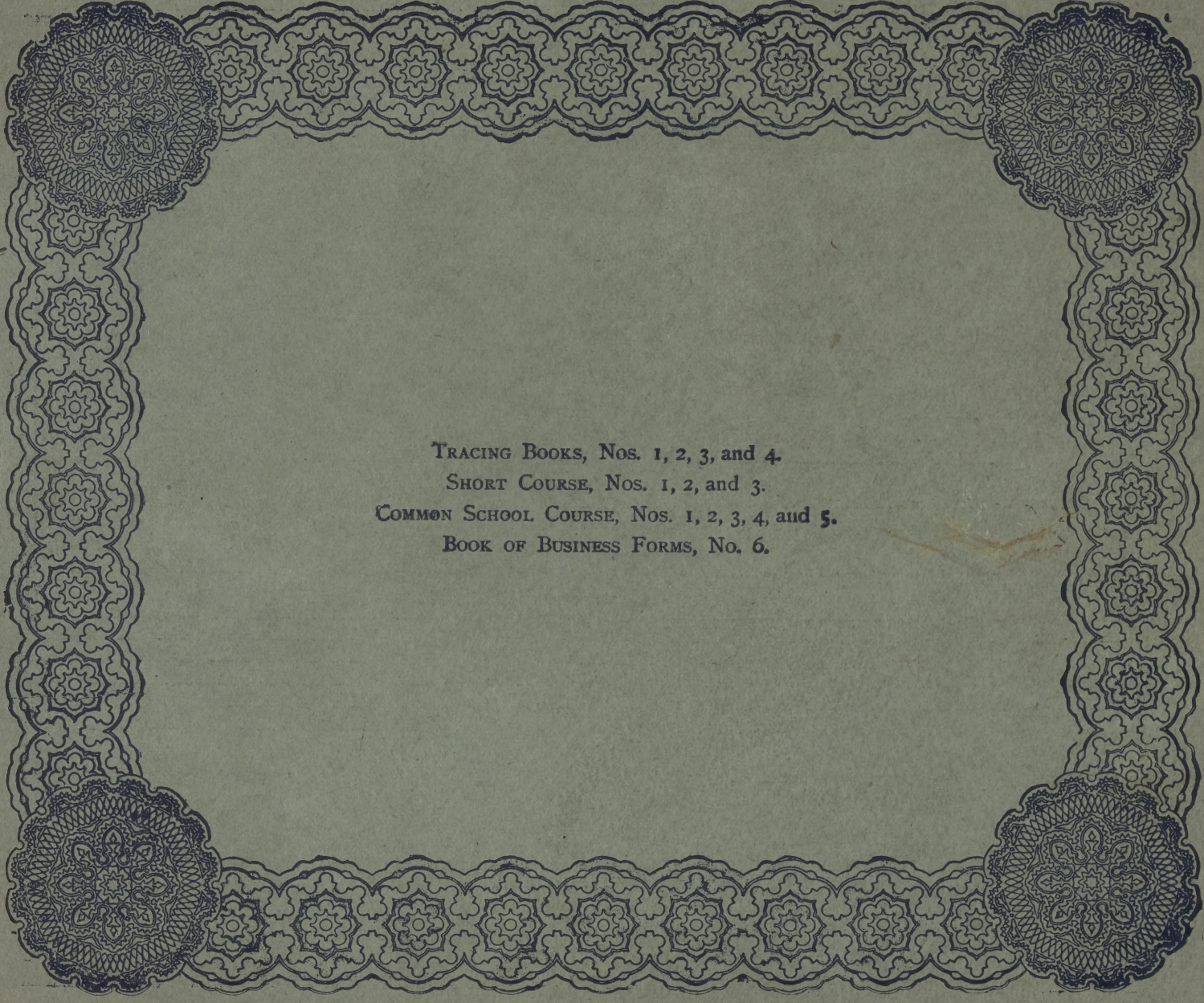


## DIRECT OVAL LETTERS.

## REVERSED OVAL LETTERS.







TRACING BOOKS, NOS. 1, 2, 3, and 4.  
SHORT COURSE, NOS. 1, 2, and 3.  
COMMON SCHOOL COURSE, NOS. 1, 2, 3, 4, and 5.  
BOOK OF BUSINESS FORMS, No. 6.